



Directorate of Human Resources Adjutant General Division Personnel Strength Management Work Center

Fort Jackson Reassignment Briefing

DHR...Serving People is our Business



Overview



Nobody knows your needs or the needs of your Family more than you.

✓ If you are moving to another duty station, you should begin your PCS process approximately 90 days prior to your report date.

✓ If you are separating from service, you should begin your pre-separation process approximately one year from your separation date.

✓ If you are retiring from service, you should begin the pre-retirement process approximately one year from your retirement date.

**Plan your departure from Fort Jackson accordingly.
Do not assume you know the answer.**

✓ Ask one of the many professionals in the related field; they are here to assist you.

✓ If you cannot resolve a PCS situation through your battalion or brigade S1, contact the Reassignment Section at (803) 751-6111/5578.



Agenda – Part One



<u>Part One</u>	<u>Part Two</u>	<u>Part Three</u>
Sponsorship	Report to Unit (APC)	Medical/TRICARE
Obtaining Orders	Finance Entitlements	Dental
Overseas Availability Date	Transportation	Sponsorship
Arranging Flight Tickets	Housing	Army Community Services (ACS)
General PCS Timeline	Report to Unit (APC)	Overseas PCS POC Information
		Out-Processing POC Information



Sponsorship



All Soldiers (O-6 and below) are required to complete and return DA form 5434 (Sponsorship Program Counseling And Information Sheet) to the sponsorship the Fort Jackson Sponsorship Section at (fortjackson.dhrsponsorship@us.army.mil), your Human Resources Assistant (HRA) and courtesy copy (CC) Mrs. Keishawna Jenkins (keishawna.s.jenkins.civ@mail.mil). This form must be typed and signed, so that it can be forwarded to the gaining command. Hand written DA form 5434's will not be accepted. You are not required to enter gaining command information. Permanent Change of Station (PCS) orders will not be issued until this form has been returned.

Soldiers being assigned to Europe are to request a sponsor thru the European Assignment and Sponsorship Integrated Gateway (EASI-GATE) website; DA 5434 is not required.

- [DA Form 5434 Sponsorship Program](#)
- [EASI-GATE](#)



Obtaining Orders OCONUS



✓ Assignment notification ([DA Form 5118](#) enlisted soldiers) (Officers- email) will come from the Reassignment Section via email. You will be assigned a Human Resources Assistant (HRA) (annotated with email address and phone number in Block 35 of the [DA Form 5118](#)) at the time of notification. Once you have been notified of your assignment, complete the documents provided for you in the hyperlinks, and forward the completed forms to your battalion or brigade S1 within seven working days. Your battalion or brigade S1 will submit your completed forms to your HRA. Your HRA will be your main point of contact for information. Upon receipt of all signed forms and required steps, your HRA will provide your orders electronically within 60 days of email notification from the Personnel Strength Management Work Center, Reassignments Section. However, there may be some exceptions.

- [DA Form 5888 - Family Member Deployment Screening Sheet](#)
- [DA Form 4787 - Reassignment Processing Family Member Verification](#)
- [DA Form 5121 - Overseas Tour Election Statement](#)
- [Overseas Out-Processing Guide](#)
- [Overseas Reassignment Work Sheet](#)
- [Overseas Screening Process \(EFMP\)](#)
- [Korea Housing Form](#)

✓ Soldiers with Family Members: Ensure that your overseas command sponsorship forms are completed accurately. Family Members not command sponsored will NOT appear on your PCS orders. Contact the Reassignment Section for information on custody issues for minors at (803) 751-6111/5578.

✓ All Family Members traveling OCONUS must have Government No-Fee Passports. Please contact: Port call/passports/personnel movement - phone: 751-7531/6053 as soon as possible. Permanent Change of Station (PCS) orders are not required. Government No-Fee Passports can be requested based on assignment instructions/RFOs.



Obtaining Orders OCONUS Cont



- ✓ Please ensure that your DD Form 93, Record of Emergency Data, is updated. Inaccurate information will cause a delay in processing your request for command sponsorship.
- ✓ Career/1st term Soldiers that do not meet the assignment service remaining requirement will be briefed on courses of action that they can take to fulfill the PCS requirement.
- ✓ When accompanied or joined by command-sponsored Family members, Soldiers will serve the accompanied tour. They must have enough in-service time remaining to complete an accompanied tour or serve 12 months after arrival of Family members, whichever is longer (AR 614–30).
- ✓ Officers and career enlisted who have no dependent Family members in their household, are not married to another service member, and are assigned to long-tour areas overseas will serve the accompanied tour (AR 614–30).
- ✓ Please consult your HRA to determine the number of months required for your tour.



Obtaining Orders CONUS



✓ Assignment notification ([DA Form 5118](#) enlisted soldiers) (Officers- email) will come from the Reassignment Section via email. You will be assigned a Human Resources Assistant (HRA) (annotated with email address and phone number in Block 35 of the [DA Form 5118](#)) at the time of notification. Once you have been notified of your assignment, complete the documents provided for you in the hyperlinks, and forward the completed forms to your battalion or brigade S1 within seven working days. Your battalion or brigade S1 will submit your completed forms to your HRA. Your HRA will be your main point of contact for information. Upon receipt of all signed forms and required steps, your HRA will provide your orders electronically within 60 days of your email notification from the Personnel Strength Management Work Center, Reassignments Section. However, there may be some exceptions.

- [Stateside Out-Processing Guide](#)
- [Stateside Reassignment Worksheet](#)

- ✓ Family Members will not be identified on stateside orders.
- ✓ Please ensure that your DD Form 93, Record of Emergency Data, is updated.
- ✓ Career/1st term Soldiers that do not meet the assignment service remaining requirement will be briefed on courses of action that they can take to fulfill the PCS requirement.



Arranging Flight Tickets



- ✓ You can visit the Transportation Personnel Movement Office up to **30** days before the PCS/ETS date to make flight arrangements.
- ✓ You will need orders to reserve your flight and make travel arrangements; Government Travel Card **must** be obtained once notification of PCS assignment is issued. If report date is less than 30 days, SM **cannot** apply for travel card (advance will be issued).
- ✓ If credit limit is less than airfare cost (to incl dependents), SM **must** provide a copy of airfare estimate (from CTO) to the unit APC (Travel Card POC) for card activation and / or credit limit increase.
- ✓ Travel arrangements must be made through the Transportation Personnel Movement Office, 5450 Strom Thurmond Boulevard, Room 107.
- ✓ **Things to consider when planning your flight:**
 - Airline for pets & baggage restrictions
 - Leave dates and location {affects how your flight ticket(s) are paid}
 - Only govt authorized locations are reimbursable
 - Dependent(s) airfare expenses
- ✓ In selecting the best options for your Family, contact the Transportation Personnel Movement Office, 5450 Strom Thurmond Blvd, Rm 107, at (803) 751-7531/6053 and/or Finance, 5450 Strom Thurmond Blvd, Rm 129, at (803) 751-6669/7243.



General PCS Timeline



Event		Action		
Timeline	Title	Where	What	How
60-90 days prior to assignment report date (if applicable)	Receive assignment notification	Microsoft Outlook Email account	Request for orders	Complete DA Form 5118
				Complete Reassignment Worksheet
				Complete DA Form 31
				Check Command Sponsorship
				Update DD Form 93
Within 30 days of assignment notification	Reassignment briefing	At your desk or forward to your home	Review Electronic Reassignment Briefing	Sent to you via email from your HRA
				Apply for passports (if required)
				Medical appointments
				Dental appointments
				For additional information, contact the Reassignment Section at (803) 751-6111/5579
Not earlier than 60 days of email notification	Receive orders	Microsoft Outlook Email account	Begin to schedule appointments	Housing (on-post/off-post)



Overseas Availability Date



- ✓The availability (AVAIL) date establishes the first date you are authorized to depart. You MUST report on or before your report date.
- ✓The AVAIL date for enlisted Soldiers is ten calendar days before the report date.
- ✓The AVAIL date for officers is normally based on the reporting date to the next unit of assignment or TDY station, minus the number of days leave approved by the commander, minus 10 days prior to the report date.
- ✓The AVAIL date is located on the last page of the orders, above the signature block (see examples below).

Example: Soldier has a report date of 15 May 2012. The Soldier's AVAIL date will be 5 May 2012 and the Soldier may depart between 5 May – 14 May 2012.



FOR ARMY USE:

AUTH: EDAS Control Data Sheet dtd 9 Sep 08
MDC: 4CE9
Enl/REENLB indict: NA
PPD: NA
PMOS/AOC: 42A1000YY
Proj specialty: NA
AVAIL date: 12 May 2009
Format: 410

Example: Officer has a report date of 15 June 2011 to gaining unit or TDY station. The officer has 30 days approved PCS leave by his/her commander. The Officer's "AVAIL date" is 5 May 2011; 15 June minus 30 days leave, minus 10 days prior to report date.



Agenda – Part Two



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Part Two

Report to Unit (APC)

Finance Entitlements

Transportation

Housing

Report to Unit (APC)

Part Three

Medical/TRICARE

Dental

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Army Community Services (ACS)

Overseas PCS POC Information

Out-Processing POC Information



Report to Unit Agency Program Coordinator (APC)



SM is entitled to use their govt travel card for PCS travel expenses by completing the registration for the PCS Enrollment Program. SM will report to unit APC for guidance. If travel card is not obtained, SM will receive a memo to authorize Dislocation Allowance (DLA) advance.

- ✓ Only authorized purchases may be charged to the govt travel card:
- Transportation (mileage, moving vehicles)
- Lodging (if SM has cleared housing and / or en Route to PCS location)
- Meals (to include dependents)
- Temporary Quarters Subsistence Expense (PCS location)

****NOTE:** Any unauthorized purchases will be reported to gaining unit command. Travel card balances should be paid by account reconciliation date (PCS end date + 30 days) Your Finance office will assist with settling your PCS voucher(s)



Finance Entitlements



✓ Dislocation Allowance (DLA) applies to Soldiers, who are not able to obtain a govt travel card, traveling with command sponsored Family Members. If requesting DLA, you must provide finance the following documents after picking up your clearing papers:

- Copy of all PCS Orders
- DA Form 31, Leave Form

**DLA advances are processed within 10 days of the final out-processing appointment.

✓ Advance Pay applies to all Soldiers PCSing. Advance pay is one month base pay minus deductions and collected/prorated for 12 months. All E-4 and below Soldiers and single E-5/E-6 Soldiers must have commander's signature. All E-5 and above Soldiers with Family Members may sign for themselves.

✓ Temporary Lodging (TLA) applies to all departing Soldiers living in on-post (3 days maximum) or off-post (10 days maximum) housing. Housing generates your authorization for this entitlement. Finance will need the original TLA memorandum and a complete copy of your PCS orders with the itemized lodging receipt upon your final out appointment.



Transportation



Personal Property Branch / Household Goods:

If you have shipped your personal property in the past, it is now mandatory that you process your shipments online. Your request for packing and shipping dates must be at least 30 days before your desired shipping date.

Go to www.move.mil to register, then perform your “Self-Counseling” to set up your shipment or Personally Procured Move (PPM) (formerly DITY) in the Defense Personal Property System (DPS).

*SM may request an advance DITY to cover personal moving expenses

Once you complete the “Self-Counseling”, you must do the following critical parts:

1. Print copies of the DD Form 1299 and DD Form 1797
2. Submit documents with a copy of your orders to Transportation Office
 - Located in the Strom Thurmond Bldg, Rm 102 or email to usarmy.Jackson.406-afsb.mbx.406th-afsbnp-pb@mail.mil or fax to (803) 751-5155

If this is your first or last government move, you must come in or call (803) 751-5137 to make an appointment for a group briefing. Office hours are 0730 – 1600 daily, except Thursdays when office closes at noon (1200)



Transportation Contact Information



✓ Personal Property/Personnel Movements:

- Personal Property, 5450 Strom Thurmond Boulevard, Room 102 (803) 751-5137 / 7814
- Personnel Movements, 5450 Strom Thurmond Boulevard, Room 107 (803) 751-7531 / 6053

✓ Carlson Wagonlit (Commercial Travel Office):

- CTO, 5450 Strom Thurmond Boulevard, Room 100 (800) 229-6078 (Opt 2)



Housing



The Housing Services Office (HSO) office is located 4514 Stuart Street Fort Jackson, SC 29207. The HSO will assist you with all off-post issues. On-post housing is located in Balfour Beatty Communities, 520 Brown Avenue.

- Residential Lease Agreement – A written lease agreement is required for most residential leases. This agreement should outline the responsibilities and obligations of all parties and should constitute the entirety of the agreement. Be familiar with the terms of agreement in the contract.
- Military Clause – Check to see if you have a military clause in your leasing/rental agreement. This clause protects Service Members and allows termination of the lease in case of transfer, discharge, or other circumstances making termination appropriate. The clause generally states that upon receipt of permanent change of station orders, retirement orders or release from active duty, the Service Member may terminate their lease agreement by providing the landlord a thirty day (30) written notice of intention to terminate. The termination shall become effective thirty (30) days after the specified date and the rent should be prorated accordingly.



Housing Contact Information



On-Post Housing

Balfour Beatty Communities

520 Brown Avenue

Fort Jackson, SC 29207

Open Mon – Fri, 0730 – 1800

Sat, 1000 – 1400

Contact us at (803) 738-8275

Off-Post Housing

Housing Services Office

4514 Stuart Street

Fort Jackson, SC 29207

Open Mon – Fri, 0730 – 1615

Housing Specialists: (803) 751-5331/7566

Supervisor: (803) 751-5788

Fax: (803) 751-7100



Agenda – Part Three



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Part Two

Report to Unit (APC)

Finance Entitlements

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Part Three

Medical/TRICARE

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Medical/TRICARE



- ✓The Family Health Center (FHC) is the major primary care access point for permanent party active duty Soldiers, retirees, and their Family Members who are enrolled in TRICARE Prime. Located on the ground floor to the right of the hospital's main entrance, the FHC is open Monday through Friday, 0745 to 1630, and is closed on weekends and federal holidays.
- ✓The TRICARE Service Center is located within Moncrief Army Community Hospital (MACH) on the 10th floor. The TSC staff can help with TRICARE questions, TRICARE Prime enrollment or billing issues.
- ✓The center will provide information on how to access care and the steps to take for emergency care or care while traveling. The MACH also has a patient services office (803) 751-2123/2425/2778 located on the 10th floor that can assist with health benefits questions, debt collections assistance or patient complaints/compliments.



Dental



Fort Jackson's Dental Activity (DENTAC) provides a full range of dental services to eligible beneficiaries. All clinics are open Monday through Friday, 0730 to 1630. A Soldier's empanelled dental clinic is determined by his or her unit of assignment.

- Hagen Dental Clinic ((803) 751-3255/4091) located at 5330 Moseby Street, near the intersection of Moseby Street and Magruder Avenue, treats Fort Jackson permanent party Soldiers.
- The Dental Headquarters ((803) 751-6213) is located at 3295 Forney Street.
- The Caldwell Dental Clinic ((803) 751-5178/6017) is located at 4590 Strom Thurmond Boulevard.



Army Community Services



Army Community Service (ACS) is the focal point for the installation's family-support services. For more information, call (803) 751-5256. The ACS is located at 5450 Strom Thurmond Boulevard, Room 120. ACS services available to assist with your move are:

- Relocation and Referral services
- Financial Assistance services
- Spouse Employment services
- Exceptional Family Member services



Overseas PCS POC Information



- ✓Transportation Issues (Passports) – 5450 Strom Thurmond Boulevard, Room 107, (803) 751-5128. PCS orders are not required to start passport processing.
- ✓Public Health Nursing/Preventive Medicine – 4556 Scales Avenue, (803) 751-5251. Hawaii and Alaska are exempt.
- ✓Soldier Medical Screening – SRP Site, 2078 Wheeler Street, 187th OD Bn Motor Pool area, (803) 751-7779/7718. Bring DA Form 4036 to this screening.
- ✓Soldier Dental Screening – Contact your servicing Dental Clinic for completing the DA Form 4036 PRIOR to reporting to the SRP site for your medical screening.
- ✓Exceptional Family Member Screening (EFMP) – MACH, 8th Floor, Room 836, (803) 751-2505/2081. Valid DA Form 5888 will be at your appointment, if there are no Family Member issues. Contact your assigned HRA if your DA Form 5888 is not at your appointment.

All Soldiers must attend the Army Community Service (ACS) Phase II "Mandatory" Reassignment Briefing - 5450 Strom Thurmond Boulevard, Room 222. You MUST complete this briefing before orders will be issued. Briefings are held on Thursdays only (except 1st Thursdays). Overseas at 1030 and Stateside at 1330. Soldier must bring eSponsorship Training Certificate of Completion to briefing. Esponsorship training can be found at www.militaryonesource.mil; at the bottom of the page; click on eSponsorship training to begin. Spouses are strongly encouraged to attend with the Soldier. POC for more information is Miranda Broadus, 751-1124 or Patricia Guillory, 751-9770.

- ✓Anti-Terrorism/Force Protection Briefing – Required within 12 months of report date through AT/FP or at www.at-awareness.org. The site-specific briefing must be viewed within two (2) months of reporting to the overseas area through DPTMS or your Brigade S2.



Out-Processing POC Information



- ✓ Orders – 5450 Strom Thurmond Boulevard, Room 245, (803) 751-5579/5578. The PSMWC Reassignment Section will email a copy of the Soldier's orders to the Soldier and their respective Bde S1 within 60 days prior to departure.
- ✓ Transportation (Personal Property) – 5450 Strom Thurmond Boulevard, Room 102, (803) 751-5137 / 7814. Arrangements to ship household goods should be made prior to clearing. Office hours are 0730 – 1600 daily, except Thursdays when the office closes at noon (1200)
- ✓ Family Housing – 4514 Stuart Street Fort Jackson, SC 29207, (803) 751-5331. If you reside in government housing, call or visit this office to make arrangements to clear Fort Jackson.
- ✓ Finance – 5450 Strom Thurmond Boulevard, Room 129, (803) 751-5489/6669/7243. Operating hours are 0730-1600, Monday through Friday. Appointments should be made upon receipt of PCS orders or no later than 10 days prior to departure date.
- ✓ Centralized In/Out-Processing – 5450 Strom Thurmond Boulevard, Room 200, (803) 751-5506/7674/5720/2753. Post clearance papers may be picked up no earlier than 10 working days prior to your departure date. Bring copies of PCS orders, amendments, and an approved DA Form 31 with you. Duty uniform required to out-process Fort Jackson.
- ✓ ACS/AER – 5450 Strom Thurmond Boulevard, Room 222, (803) 751-5256. Hours to out-process (PCS'g/Retiring) are: 0800 – 1130 & 1330 -1530, Monday – Thursday. If ETS'g, out-processing is conducted in Room 120, 0800 – 1600, Monday – Friday.



Frequently Asked Questions (FAQ)



Question: Who do I contact if I have questions about my assignment or my orders?

Answer: Your Human Resources Assistant will be identified on the DA Form 5118, Block 35. This person will be your main POC for any questions or concerns regarding your assignment.

Question: When will I get my PCS orders?

Answers: If you have turned in all necessary documentation requested after you received your email notification from the Personnel Strength Management, Reassignment Section; PCS orders are published NLT 60 days of your email notification as long as all requirements are met.

Question: How do I request a deferment?

Answer: Submit your request for deferment on a DA Form 4187, Request for Personnel Actions, in increments of 30 days, not to exceed 120 days, through your chain of command. Include valid justification for the request. Your S1 will forward the request to PSMWC and it will be forwarded to HRC for final approval.



Frequently Asked Questions (FAQ)



Question: I have children from a previous relationship. How can I get them added to my orders?

Answer: Provide PSMWC the documentation which was accepted by the local transportation office for requesting passports. After the Family Members are screened and approved for travel to the gaining command, your children will be added to your orders. Family Members are not listed by name on stateside orders. Names are only required if tickets have to be provided.

Question: Since my briefing, I've had a new baby. Do I have to update my DD Form 93?

Answer: Yes, your DD Form 93 is used to verify your Family Members. You will have to complete a DA Form 5888 to include the new Family Member.

Question: How many days travel time am I allowed to get to my next duty station?

Answer: Contact your local Defense Military Pay Office (DMPO) for this information at 751-6669/7243.